

**Laguna Beach Unified School District**  
**Office of the Instructional Services**  
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**Coordinator, Assessment and Accountability**  
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**Board of Education**

William Lansiedel, President  
Jan Vickers, Clerk  
Carol Normandin, Member  
Dee Perry, Member  
Ketta Brown, Member

May 26, 2016

Dear LBUSD Parents/Guardians,

Laguna Beach Unified School District is among the finest in the nation. This status has motivated families from outside the community to enroll their children in our schools, which can diminish school capacity and District resources. Consequently, the District rigorously enforces student residency. Students who attend our schools must physically reside at the address listed on student records unless they have an approved interdistrict permit. Recently, we have noticed an increase in enrolled students who live outside our boundaries. Like several other surrounding districts, to address this problem, **we are going to begin an annual District-wide residency verification process this summer. Every family will be required to resubmit the Residency Verification and Affidavit and two acceptable forms of residency verification.** We recognize this is an inconvenience, yet it has become necessary to preserve the quality and safety of the learning environment for students in Laguna Beach, as well as comply with the California Education Code and Laguna Beach Unified School District's Board Policies and procedures.

**Acceptable verification documents include:** (Please see Residency Verification for more specific information)

- If you own: Property Tax Bill with parent's name and property address or a mortgage statement
- If you lease/rent: Lease/rental agreement with parent's name, student's name and address, as well as the manager/owners's name and telephone number

**AND**

- Utility bill with parent/guardian name and address pre-printed on the bill or one of the following items in parent/guardian's name and address: current vehicle registration, proof of residency from the Orange County Registrar of Voters, a current Income Tax document, or other current bill mailed to you at your residence property address with address pre-printed on the bill.

**These documents must be provided to your student's school before September 6, 2016, in order to assure that your student will remain enrolled.** Parents with students in more than one school must submit the residency forms to each school where they have students enrolled. Students who do not have verified residency documents on file may be disenrolled and unable to start school on September 6<sup>th</sup>. You may submit your residency verification forms anytime between now and September 6, 2016, either in person at your child's school during regular business hours, by fax (see school webpage for fax number), by mail, or by email at the following address:

Laguna Beach High School - [LBHS-residency@lbusd.org](mailto:LBHS-residency@lbusd.org)  
Thurston Middle School- [TMS-residency@lbusd.org](mailto:TMS-residency@lbusd.org)

EL Morro School - [EMS-residency@lbusd.org](mailto:EMS-residency@lbusd.org)  
Top of the World - [TOW-residency@lbusd.org](mailto:TOW-residency@lbusd.org)

\*\*\*Please make sure to put **your student's last name, first name in the subject line** if submitting through email.

The District has received reports of residency falsification in Laguna Beach Unified schools this year. Relying on our records, required verification documents, and anonymous reports, investigators will follow-up on discrepancies and missing information and will report confirmed falsification to the District's Student Services Department. Students without proper documentation will not be allowed to attend Laguna Beach Unified School District schools for the 2016-17 school year.

If you are not sure whether you meet the LBUSD residency requirements, please contact your child's school immediately so the school staff can assist you with your residency questions.

Thank you for your understanding and support. If you have any questions, please contact your school site principal.

Sincerely

A handwritten signature in black ink, appearing to read 'Amy Kernan'.

Amy Kernan  
Coordinator, Assessment and Accountability